

Application Pack

YMCA

YMCA
DOWNSLINK GROUP



Dear Applicant,

Friday, 15 January 2021

RE: PROJECT MANAGER – BRIGHTON & HOVE
CLOSING DATE: FRIDAY 5 FEBRUARY 2021
INTERVIEW DATE: WEDNESDAY 17 FEBRUARY 2021

Thank you for your interest in joining the YMCA DownsLink Group.

This job pack contains the following:

- ▶ **Job Profile and Person Specification – to refer to on your application**
- ▶ Principal Terms & Conditions
- ▶ Welcome to Applicants
- ▶ The YMCA Movement, Our Vision, About Us and Our Structure
- ▶ Policy on the Recruitment of Ex-Offenders

To apply, use this job pack and person specification to complete the application form and submit via email to recruitment@ymcadlg.org, preferably as a Word document. Put the job title in the subject bar and ideally save your application as 'your name APPLICATION'. If you would like a form with a dyslexia-friendly font, please get in touch.

If you have not heard from us within 2 weeks of the closing date, please assume that your application was not successful on this occasion.

YMCA DownsLink Group welcomes applications from all sections of the community. We value diversity and promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Reinforced by our culture and values, we seek to create an inspiring and inclusive place to work.

YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Successful applicants are required to undertake a full enhanced disclosure via the Disclosure and Barring Service (DBS).

We look forward to receiving your application.

Yours faithfully,



Charley Lockie
Recruitment and HR Administration Manager

Job Profile **Projects Manager** *Brighton & Hove*

Reporting to HEAD OF OPERATIONS
Service Area COMMUNITIES & PROPERTY SERVICES

Job Purpose

To oversee the provision of high quality, safe, welcoming and secure supported housing for young people with a range of support needs,

Organisational Purpose

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive. In supported housing this means working in a person-centred way, using a strengths-based, Trauma Informed (TI) approach; we maximise choice and control for young people and we use Restorative Practice to resolve disputes and minimise evictions. From day one of the service, and throughout, we emphasise moving on to independence as the ultimate goal, but we also recognise that the pathway to independence is not linear, and that to be effective our service needs to be flexible and responsive, and allow young people to take managed risks in a safe environment.

Our values are to welcome all, to support and to inspire

Project – Brighton & Hove

As well as managing the tenancies, we provide intensive housing management, signpost to other agencies, and provide groupwork and activities that enable young people to achieve the skills they need to begin managing life independently.

Our services house 85 young people aged 16 to 25 across the city in high, medium, and low supported accommodation. The team work in a holistic manner, adopting a psychologically-informed approach to support young people to transition into independent living throughout Brighton & Hove. As a team member, you will take an assets-based approach to actively encourage young people into education, employment and training. As a service, we provide a safe and caring environment for young people, with their aspirations and desires always at the forefront of the support we offer them. Overall, our service seeks to encourage and empower young people to move forward positively, and to learn and achieve the independent skills they need to live positive and fulfilling lives.

What you will be doing

Service provision

1. You will oversee the day to day operation of the service to ensure that the requirements of the service specification are met and ensure that the service:
 - ▶ uses Psychologically Informed Environment practices, Trauma Informed Approach and restorative practice
 - ▶ enables young people to articulate and achieve their ambitions and aspirations

- ▶ supports young people to acquire the skills they need to lead independent and fulfilling lives
 - ▶ identifies, maps and encourages the growth of each young person's assets, strengths and talents
2. Ensure that the accommodation and all shared spaces are Psychologically Informed, safe, warm, homely, welcoming and secure, and that staff are visible and accessible at all times
 3. Ensure that staff meet targets around void turnaround times, rent collection, arrears recovery, positive move ons, employment, education and training, maintenance response times, landlord's health and safety requirements, and service user satisfaction, working as a team, with wider teams within the organisation, and appropriate partner agencies and volunteers.
 4. Oversee the resident referral process in accordance with the contract and service specification, and build and maintain positive and effective relationships with referrers and partners.
 5. Ensure that appropriate assessments take place for young people with a range of support and accommodation needs, that robust support planning and risk management processes are in place, that regular reviews are undertaken in line with organisational policy, and personalised, assets-based plans, based on individual young people's aspirations and strengths, are co-produced within an agreed timescale and reviewed in line with policy and the service specification
 6. Ensure that up to date and accurate information is recorded on Inform and organisational databases in relation to contacts, risks, rents, safeguarding, anti-social and risk-taking behaviour, multi-agency work, and incidents, in order to provide an effective service, and produce KPIs and commissioner report on service user outcomes, partnerships and community, staffing, and training and practice.
 7. Manage the service budget to ensure a nil bottom line variance and access grants and trusts to supplement rent and contract income
 8. Oversee the delivery of More Than a Room, YMCA DLG's support model, and a programme of groupwork and activities, which is appropriate to the current cohort of young people and co-produced with them so it meets their needs, wishes and aspirations.

Leadership

1. Lead a staff team of up to 12, ensuring that staff are recruited, inducted, supported and developed, and that performance is managed promptly and effectively to ensure high standards of service at all times
2. Ensure that staff are adequately trained, and empowered, to work effectively and creatively with young people to enable them to achieve the best possible outcomes
3. Ensure that staff use safe working practices at all times, understand and are able to put into practice, de-escalation techniques, and understand how to keep themselves safe
Create a positive, assets-based, supportive culture, where staff have a good understanding of professional boundaries and best practice, and role model the behaviours expected of staff.
4. Ensure that supervision, team meetings, reflective practice, and team days are prioritised and take place in accordance with agreed standards.

Partnerships

1. Develop and maintain effective and productive working relationships with organisations that have a direct link to the service and other services which add, or have the potential to add, value to the core, commissioned service,

2. Attend relevant multi-disciplinary meetings, ensure close working links with relevant agencies, operate a partnership approach to working with individuals, and maintain positive and close working relationships with a wide range of partners.
3. Represent the organisation, including presentations, panel discussions, workshops, etc. at relevant local, regional and national events to help meet organisational, commissioning and sector priorities.
4. Foster good relationships with neighbours and local businesses, ensure that neighbours have a point of contact for the service. and ensure that the behaviour of service users in the locality of the building is managed effectively

General

1. Take part in the YMCA DLG on call rota
2. Participate in development, training and supervision and utilise Reflective Practice Supervision to encourage Trauma Informed Approach.
3. At all times comply with all YMCA DLG policies and procedures (including Safeguarding Children and Adults, and Equality and Diversity) and abide by the Code of Conduct
4. Attend appropriate continuing professional development and training events and be committed to team events
5. Ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and clearly record how they wish to receive information e.g. one-to-one meetings, text, large print, language, braille etc.)
6. Carry out any other appropriate duties as directed by the Director or Head of Service to support and promote the work of YMCA DLG in accordance with the post holder's capabilities.

Person Specification

Experience

- ▶ Experience of managing high quality supported housing services for single homeless people and/or young people
- ▶ Experience of managing a staff team responsible for providing support to vulnerable people
- ▶ Experience of managing a service budget
- ▶ Experience of managing performance and effectively addressing poor performance
- ▶ Experience of providing and/or overseeing housing management and maintenance services

Skills & Abilities

- ▶ Ability to engage, inspire, motivate and empower people
- ▶ Ability to communicate well at all levels; including commissioners, senior management, partners and service users
- ▶ Ability to remain calm and solution-focused in order to deal with challenging behaviour, resolve conflict and help others do the same
- ▶ Ability to support staff to work towards key performance indicators and delivery targets and to manage poor performance where necessary
- ▶ Ability to prioritise and organise a busy and varied workload to respond to urgent work and routine deadlines
- ▶ Ability to deliver formal and informal training to staff and service users to encourage individual personal development

Qualifications & Training

- ▶ Formal basic education eg English and Maths GCSE
- ▶ Training courses relating to housing, support work and working with young people or vulnerable people generally
- ▶ Safeguarding children and/or vulnerable adults training
- ▶ Relevant vocational qualification e.g. housing, social work or youth work

Knowledge

- ▶ A good understanding of the needs of young people and the components of an effective support service
- ▶ A good understanding of psychologically informed environments, trauma informed approaches and the principles of restorative practice
- ▶ A good understanding of the commissioning, regulatory and funding regime of supported housing
- ▶ A thorough and up to date knowledge of safeguarding, risk assessment, risk management and managing incidents
- ▶ Knowledge of appropriate services and partner agencies available for signposting and support
- ▶ A good understanding of budget management

General

- ▶ Resilience and creativity
- ▶ Ability to work flexibly, and be part of a team
- ▶ Ability to work weekends, evenings, and overnight when necessary
- ▶ A commitment to the aims and values of the YMCA Downslink Group

Principal Terms & Conditions

1. Salary

£ 35,170 per annum

2. Benefits

- ▶ Health Shield Cash Plan: covers the cost (to an agreed limit) of health and well-being treatments
- ▶ Induction and supportive appraisal programmes
- ▶ Life assurance policy: 2x annual salary
- ▶ Company sick pay - up to 5 days in first 6 months, up to 10 days in first year, and up to 20 days after 1 years' service (pro-rata for part time staff)
- ▶ Training and professional development opportunities
- ▶ Competitive stakeholder pension with Legal and General

3. Holiday entitlement

27 working days (rising to 29 after 5 years' service) plus all public holidays.

4. Contract Type

This is a permanent post.

5. Working hours

Normal hours of work are 37.5 hours per week.

6. Working Pattern/Example Rota

Typical working days are: Monday to Friday 9am-5pm.

7. Location

Your normal place of work will be Brighton & Hove.

8. Probation

There is a six-month probationary period.



Welcome to Applicants from the CEO

Thank you for your interest in this role and I hope you find this pack and our website www.ymcadlg.org answer your questions. You probably will have heard of YMCA, the largest and oldest youth charity in the world, but you may not have heard about *us*. YMCA DownsLink Group is a grouping of local YMCAs across Sussex and Surrey, who over the past seven years have taken the decision to work more formally together to increase the capacity and impact of YMCA work in the region. Our last merger was in June 2018 when we welcomed Eastbourne & Wealden YMCA into the organisation. We took our name from a well-known bridle path that connects the South and North Downs called the Downs Link Way, following the merger of Sussex Central YMCA and Guildford YMCA in 2014. So, while we have a long heritage, we are a young and ambitious organisation. This creates opportunities that I hope you will relish.

We believe that the work of the YMCA is transformational, and our vision is built on transforming young lives. At YMCA DownsLink Group our work is targeted towards young lives on the fringes of our society with the aim of helping them to *belong, contribute & thrive*. Our services are focused on five key themes:

- ▶ *Helping young people belong in the local communities they live in*
- ▶ *Supporting wellbeing in young lives*
- ▶ *Keeping children & young people safe*
- ▶ *Helping young people achieve*
- ▶ *Empowering young people to influence*

Last year our services reached over 13,000 young lives across Sussex & Surrey. We are an ambitious organisation committed to further increasing our reach and the impact of our work.

I hope that you are sufficiently interested to read on and find out more about YMCA DownsLink Group and this role. I look forward to receiving your application and wish you well.

I welcome your interest.

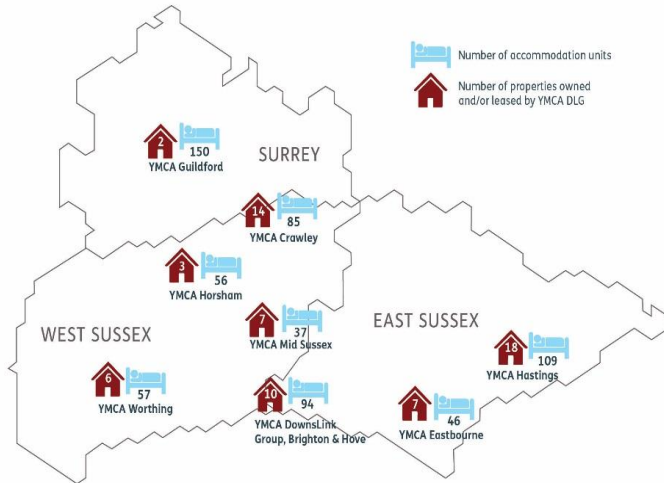
Chas Walker

Chas Walker
CEO, YMCA DownsLink Group



YMCA DOWNSLINK GROUP

Our Localities



Our Projects



YMCA SAFE SPACE

Support and first aid for people intoxicated, distressed or injured during a night out



YMCA WISE PROJECT

Supporting children and young people to stay safe in their relationships



YMCA ENGAGE

Providing meaningful activity for older adults whilst training young people in a care specific coaching environment



YMCA RIGHT HERE

Young people promoting health and wellbeing through education, campaigning and influencing



YMCA YAC

Advice and support for young people aged 13-25



YMCA CHAPLAINCY

Providing a non-judgemental space to discuss, explore, listen and support



YMCA EDUCATION & TRAINING

Enabling young people to achieve their full potential



YMCA POSITIVE PLACEMENTS

Supporting young people in their journey towards education, employment or training



YMCA CAFÉ

A great place to eat, relax and meet up with friends



YMCA DIALOGUE

Counselling and therapeutic support for children, young people and families



YMCA SOCIAL ENTERPRISE SERVICES

Grounds maintenance, landscape gardening, painting & decorating and handyman

YMCA DOWNSLINK GROUP

The YMCA Movement

YMCA

The YMCA is the largest and oldest youth charity in the world. It is a global, faith-based movement responding to the needs of young people around the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation reaching over 55 million members in 119 countries. As the founding 'country', YMCA England & Wales plays an important role in the worldwide movement and as a local YMCA we are committed to be an active member of the YMCA movement nationally and internationally. **Find out more about the YMCA DownLink Group at www.ymcadlg.org**

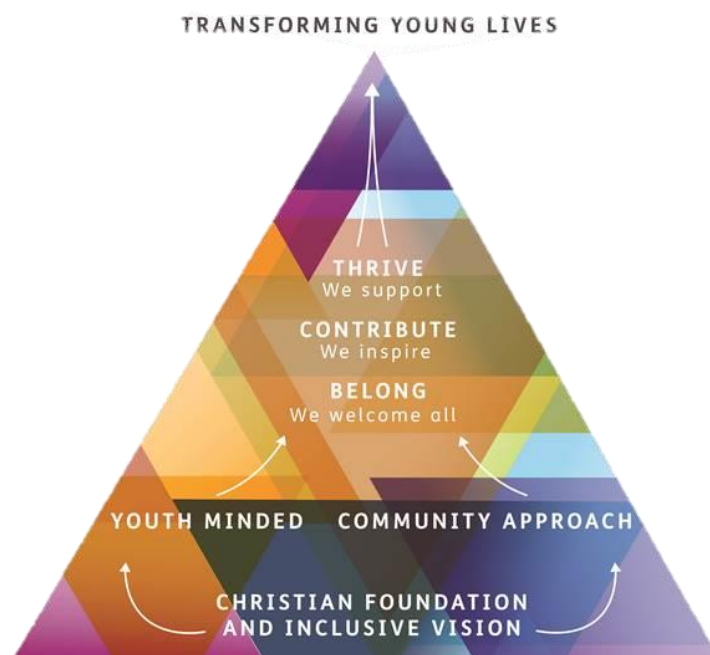
YMCA England & Wales

The YMCA Movement in England and Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. [YMCA England & Wales](#) supports and facilitates the work of the Federation providing the YMCA with a national voice in supporting the YMCA vision of *transforming communities, so all young people can belong, contribute & thrive*. It also supports YMCAs by promoting high standards of working, sharing best practice, fundraising on their behalf, partnering with them to pilot new projects, and providing training opportunities for their staff and volunteers.

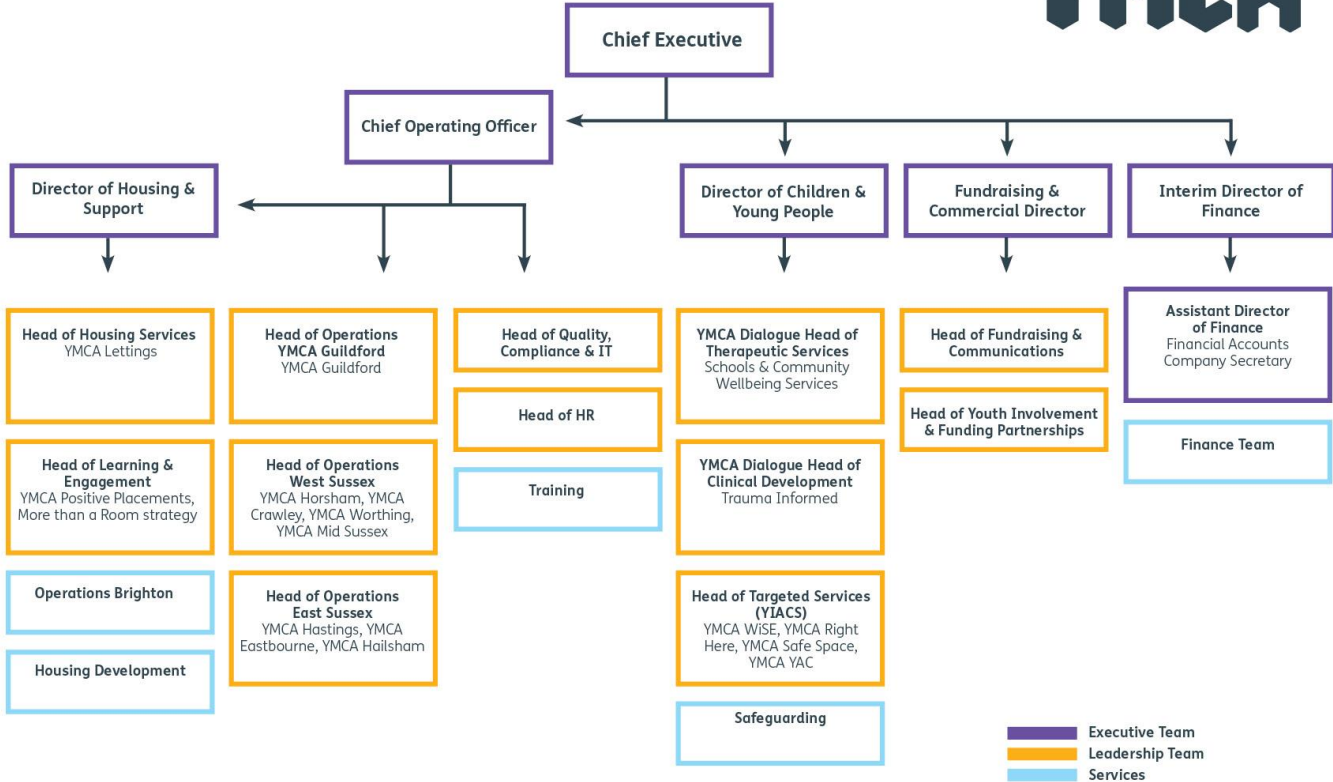
Our Vision

Our vision is of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.

You will need to demonstrate a commitment to our aims and ethos, but **do not** have to be a practicing Christian to be part of our organisation. We value diversity in our staff team to reflect the people that we work with and our aim to be inclusive and celebrating diversity.



YMCA DOWNSLINK GROUP



YMCA DOWNSLINK GROUP

Policy on the Recruitment of Ex-Offenders

YMCA Downslink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA Downslink Group may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA Downslink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA Downslink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA Downslink Group. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of the YMCA Downslink Group's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview, please bring with you a completed Declaration of Criminal Background Form which is enclosed in this application pack. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked 'Private and Confidential', addressed to the Interview Panel. Your name should be clearly stated on the front.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer YMCA Downslink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.